



DEPARTMENT OF WATER RESOURCES
EXAMINATION ANNOUNCEMENT



The Department of Water Resources offers Equal Opportunity for all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

It is an objective of the State of California to achieve a drug-free State workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

STAFF SERVICES MANAGER II (MANAGERIAL)
STAFF SERVICES MANAGER II (SUPERVISORY)
DEPARTMENTAL PROMOTIONAL

FINAL FILING DATE	August 28, 2003
	Application forms (STD 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered, faxed, or received via interoffice mail after the final filing date will not be accepted for any reason . <u>Faxed or photocopied applications must be followed by an application with an original signature in order to be accepted into the exam.</u>
WHO SHOULD APPLY	Applicants must have a permanent civil service appointment with the Department of Water Resources as of the final filing date, August 28, 2003 .
HOW TO APPLY	<p>Submit applications to:</p> <p>Department of Water Resources P.O. Box 942836 1416 9th Street, Room 320 Sacramento, CA 94236-0001</p> <p>Applications may be delivered in person to the street address above.</p> <p>DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD If you wish to file for both the Staff Services Manager II (Managerial) and the Staff Services Manager II (Supervisory) you may do so on a single application.</p>
IDENTIFICATION REQUIRED	Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box in Question 2 of the "Application for Examination". You will be contacted to make specific arrangements.
SALARY RANGE	\$5493-6058 - Staff Services Manager II (Managerial) \$4963-5987 - Staff Services Manager II (Supervisory)
ELIGIBLE LIST INFORMATION	Two separate departmental promotional eligible lists will be established for the Department of Water Resources. The lists will be abolished 24 months after they are established unless the needs of the service and conditions of the lists warrant a change in this period.
EXAMINATION DATES	The entire examination will consist of a Qualifications Appraisal Interview. It is anticipated interviews will be held during September or October 2003 .
REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION	<p>NOTE: All applicants must meet the minimum qualifications for this examination by the final filing date, August 28, 2003.</p> <p>Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I "or" II, "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.</p> <p>Either I One year of experience in the California state service performing the duties of a Staff Services Manager I.</p> <p>Or II One year of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst. AND Current employment in a class with a level of responsibility not less than that of Staff Services Manager I.</p> <p>Or III Two years of experience in the California state service performing analytical staff duties of a class with a level of responsibility not less than that of Associate Governmental Program Analyst.</p> <p>Or IV Experience: Four years of increasingly responsible management, personnel, fiscal, planning, program evaluation, or related analytical experience beyond the trainee level which shall have included the preparation of reports and the presentation of recommendations to management beyond the trainee level, at least one year of which must have been in a supervisory capacity. (Experience in the California state service applied toward this requirement must include one year performing the duties of a class with a level of responsibility not less than that of Staff Services Manager I.) (In appraising experience, more weight will be given to the breadth of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience.) and Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on a year for year basis.)</p>

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

STAFF SERVICES MANAGER II (MANAGERIAL) & (SUPERVISORY)	JY12-4801 JY10-4969	3WR2901 3WR2902	FINAL FILE DATE: AUGUST 28, 2003
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STAFF SERVICES MANAGER II
(MANAGERIAL) & (SUPERVISORY)
DEPARTMENTAL PROMOTIONAL

BULLETIN RELEASE DATE:
AUGUST 11, 2003

THE POSITIONS
DESCRIPTION

The Staff Services Manager II (Managerial) is the first management level over analytical and administrative work. Incumbents in this class have significant responsibility for formulating or administering agency or departmental policies and programs. In most settings, persons at this level are in charge of a well-established and fully developed staff services function in a moderate to large department. Incumbents at this level normally supervise a moderate to large number of technical staff and spend the majority of their time in supervisory activities as distinct from working level assignments.

The Staff Services Manager II (Supervisory) is the full supervisory level over analytical and administrative work. In most settings, persons at this level are in charge of a well-established and fully developed staff services function in a moderate to large department. Incumbents at this level normally supervise a moderate to large number of technical staff and spend the majority of their time in supervisory activities as distinct from working level assignments.

Positions exist statewide with the Department of Water Resources.

EXAMINATION
INFORMATION

This examination will consist of a **Qualifications Appraisal Interview – Weighted 100.00%**. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview.

Qualifications Appraisal Interview – Weighted 100.00%

SCOPE OF
EXAMINATION

In addition to evaluating the competitors’ relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor’s:

A. Knowledge of:

- 1. Principles, practices, and trends of public and business administration, including management and supportive staff services such as budget, personnel, management analysis, planning, program evaluation, or related areas.
- 2. Principles and practices of employee supervision, development, and training;
- 3. Program management;
- 4. The administration and department’s goals and policies;
- 5. Governmental functions and organization at the State and local level;
- 6. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet equal employment objectives.

B. Ability to:

- 1. Reason logically and creatively and utilize a variety of analytical techniques to resolve complex governmental and managerial problems..
- 2. Develop and evaluate alternatives.
- 3. Analyze data and present ideas and information effectively both orally and in writing.
- 4. Consult with and advise administrators or other interested parties on a wide variety of subject-matter areas.
- 5. Gain and maintain the confidence and cooperation of those contacted during the course of work.
- 6. Review and edit reports, utilize interdisciplinary teams effectively in the conduct of studies.
- 7. Manage a complex Staff Services program.
- 8. Develop and effectively utilize all available resources.
- 9. Effectively contribute to the department’s Equal Employment Opportunity objectives.

VETERANS
PREFERENCE

Veterans Preference Credit is not granted in promotional examinations.

GENERAL INFORMATION

The Department of Water Resources reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.□□

It is the candidate’s responsibility to contact the Recruitment and Selection Services Section of the Department of Water Resources, (916) 653-4927 three weeks after the final filing date if he/she has not received a progress notice.□□

Applications are available at Department of Water Resources’ offices, local offices of the Employment Development Department, the State Personnel Board, and the SPB web site: www.spb.ca.gov.□□

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.□□

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the classification.□□

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.□□

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, he/she will be rescheduled upon written request.□□

Interview Scope: When an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, ability and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development.□□

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged into the appropriate lists in order of final test scores (except as modified by veterans preference credits) regardless of the date of the test, and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2 and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of State Personnel Board offices.□□

Devices for Communications Impairment
TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device. TDD: (916) 653-1804; California Relay Service: 1-800-735-2929 (TDD); 1-800-735-2922 (Voice)□□

For information regarding this examination, please contact Julie Carrasco-Minton at (916) 653-4927.□□

DP (Rev. 08/03) **JCM**